

1999-2000

# Employee Performance and Development Plan

From June 1, 1999 to May 31, 2000

Employee Name	Z Number	Group	Review Period
Supervisor's Name (If other than manager)	Z Number	Manager's Name (Group-level or above)	Z Number

## Individual Performance Plan and Results

Organizational Objectives <i>(Manager provides to employee)</i> List objectives relevant to employee (e.g., project, group, program, or division objectives; Key Focus Areas; Special Provisions; UC/DOE Performance Measures; etc.).	Individual Performance Objectives <i>(Employee drafts, manager finalizes, both initial section below)</i> Identify key objectives reflecting a significant portion of the job and most relevant to Organizational Objectives. Objectives should be challenging, achievable, and measurable.	Results Summary <i>(Employee drafts, manager finalizes at end of review cycle)</i> Describe results achieved for each Individual Performance Objective. Manager finalizes narrative and rates each objective. <b>5 Point Rating scale:</b> 80, 90,100, 110, 120 (120 = outstanding)
<p>I. ES&amp;H/Operations Objectives:</p> <p>A. ES&amp;H—Continue to promote awareness of ISM &amp;ESH policy with SAT Team members through discussion of ISM policy and safety presentations/discussions at team meetings.</p> <p>B. Security--Ensure that relevant security regulations are known and practiced, and offices, computers, personnel files, and documents are appropriately marked and secured at all times.</p> <p>II. Administrative Objectives:</p> <p>A. Workforce—Continue to improve team operations by streamlining internal procedures &amp; using metrics to determine customer satisfaction.</p> <p>III. Programmatic Objectives:</p> <p>A. Strategic Alignment—</p> <p>Develop &amp; finalize technical requirements &amp; specifications needed to re-compete the secretarial &amp; technical contracts. Success will be measured by the selection of vendors to provide contract services.</p>	<p>I. ES&amp;H Operations Objectives:</p> <p>A. Promote a safe work environment by inspecting my individual work area monthly. Immediately notify supervisor of potential hazards or concerns within my work area or the work area of others.</p> <p>B. Ensure that documents, offices, and computers are appropriately secured when not in use. Immediately notify supervisor of potential security concerns.</p> <p>II. Administrative Objectives:</p> <p>A. Be punctual and available for work. Meet reporting deadlines, i.e. time &amp; effort, performance appraisals and requests for information. Provide adequate advance notice of anticipated absences.</p> <p>III. Programmatic Objectives</p>	<p>Rating</p>



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<b>Initials:</b> <b>Employee</b> _____ <b>Manager/Supervisor</b> _____		

## Individual Development Plan and Results *(Employee drafts, manager finalizes, both initial section below)*

<b>Goal(s)</b> Identify <b>knowledge</b> or <b>skills</b> the employee will focus on strengthening or developing. Goals should be based on knowledge or skills that need to be improved. They should be specific, measurable, and tied to Individual Performance Objectives or Organizational Objectives.			
<b>Actions</b> Actions employee will do to move toward goals.	<b>Resources</b> Resources available to support action.	<b>Completion Date</b> Date action will be completed.	<b>Results Summary</b> <i>(Employee drafts, manager finalizes at end of review cycle)</i> Describe progress toward each action or Development Goal.
<b>Initials:</b> <b>Employee</b> _____ <b>Manager/Supervisor</b> _____			

## Performance Summary *(Manager writes at end of review cycle)* Summarize employee performance based on achievement of Performance Objectives and Development Goals.

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Unsatisfactory Performance <input type="checkbox"/>	Supervisor's Signature (Optional)	Date	Manager Signature (Group level or above)	Date
	I have reviewed this Performance Summary and Development Plan and have had the opportunity to discuss it with my manager.		Employee Signature <i>(May submit comments within 30 days)</i>	Date